

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

POSITION NUMBER:

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

SUPERVISOR'S NAME:

SUPERVISOR'S CLASS:

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY):*

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☐ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one):*

- ☐ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

CONCEPT OF POSITION:

A. RESPONSIBILITIES OF POSITION:

B. SUPERVISION RECEIVED:

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

E. ACTIONS AND CONSEQUENCES:

F. OTHER INFORMATION:

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

Staff Services Analyst

POSITION NUMBER:

800-663-5157-726

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Financial Management and Contracts Br.

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Budget Bureau

SUPERVISOR'S NAME:

Chris Vail

SUPERVISOR'S CLASS:

Staff Services Manager I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☒ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Budget Bureau is to manage the state operations budget of the California Department of Social Services. The unit provides administrative and budgetary services to programs that help carry out the mission of the Department to serve, aid and protect needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and foster independence.

CONCEPT OF POSITION:

Under the direct supervision of the Staff Services Manager I (SSM I), the analyst is responsible for the preparation, analysis and maintenance of the Department's Budget.

A. RESPONSIBILITIES OF POSITION:

The duties of the analyst may be divided into two main categories: budget development and budget maintenance. The budget development function refers to preparing the Governor's Budget. This requires an in-depth evaluation of: 1) the objectives of the Department's programs, 2) the resources required to achieve these objectives and 3) the need for current or additional resources. The analyst is closely involved with the Department's managers in justifying current and new staffing levels and makes recommendations on functions and staffing to top management during Departmental budget hearings. Each analyst serves as a primary budget analyst for designated Divisions within the Department and also serves as a backup in other units. The analyst's assignments generally include Divisions of small to medium size with routine or less sensitive issues. Budget maintenance can be interpreted as operational control and means to guide Departmental managers according to the approved financial plan, i.e., the Governor's Budget.

40% Budget Development

- Assist management with preparing the Governor's Budget schedules for submittal to the Department of Finance (DOF).
- Research and assist with program changes and program budget proposals in support of Departmental objectives with costing, program and workload justifications.
- Prepare material for the Legislative hearings and responses to the Legislative Analyst's recommendations.
- Coordinate the program budget narrative for the Department, which includes the need, authority, objective, program descriptions, input and output data and major program changes.

40% Budget Maintenance

- Maintain and update personnel and fiscal reports in Microsoft Access Database.
- Maintain and update various fiscal and costing spreadsheets in Microsoft Excel.
- Act as liaison with Accounting and Personnel to establish allotments and encumbrances for current year expenditures and to produce periodic Funds Availability Reports.
- Assist managers in interpreting, expending or augmenting their current year budget.
- Work with individual line managers to resolve problems arising from program changes.
- Analyze budget requests for conformity to Departmental and program objectives.
- Assist managers in the development of workload and staffing justification.
- Review and approve contract and grant funds.
- Assist in development of training materials and policies and procedures.
- Initiate Budget Revisions for categorical transfer of funds.
- Maintain information regarding the planned or actual receipt of federal grants.
- Establish and maintain the blanket expenditure control of funds.

20% Special Projects

- Prepare written responses regarding a variety of budget issues for the Budget manager's, Administration Division Deputy Director's and Director's signature. Participate in meetings, review various written correspondence initiated by program staff, and provide input as needed.
- Prepare materials for executive staff as assigned.
- Respond to special requests from DOF and the California Health and Human Services Agency such as budget drills as a result of the statewide budget deficit.

B. SUPERVISION RECEIVED:

The analyst works under the general direction of the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

None, except when acting in SSM Is absence.

D. PERSONAL CONTACTS:

The analyst has daily contact with Departmental staff which may include clerical, other analysts, managers at all levels and the Deputies. These contacts may involve information requests, working with managers to resolve funding problems, developing workload and staffing justifications, interpreting budgetary items or language and acting as liaison with Accounting and Personnel to establish allotments and encumbrances for current year expenditures. External contacts primarily include the DOF and the Legislative Analyst's Office.

E. ACTIONS AND CONSEQUENCES:

The analyst assists in the development of recommendations concerning Divisional budgetary allotments, staffing, reorganizations and program changes. Incorrect decisions or information could result in major budgetary or organizational problems, including the release of incorrect information to control agencies, the Legislature or the Federal Government. It could also cause the Department to lose federal funds and/or become subject to fiscal sanctions.

F. OTHER INFORMATION:

The analyst must have good interpersonal skills, be able to work under great pressure and work occasional overtime at certain times of the year.